



The Town of Barnstable
Affordable Housing Growth & Development
Trust Fund Board
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Mark S. Ells, Chairman

Monday, June 15, 2026
Affordable Housing Growth & Development Trust Fund
Board Meeting Minutes
9:00 A.M.

Alternative public access to this meeting was provided by utilizing a Zoom link or telephone number, both provided in the posted meeting notice.

Board Member Attendees: Andy Clyburn, Mark Milne, Laura Shufelt and Mark Ells

Other Attendees: Jillian Douglass, Trust Administrator, Planning & Development; Corey Pacheco, Senior Planner, Planning & Development; Special Council, Attorney Bob Galvin; Ellen Swiniarski, Community Preservation Coordinator, Planning & Development.

Call to Order

With a quorum present, Chairman Ells called the meeting to order at 9:00 a.m. and stated that today's meeting will be recorded and rebroadcast via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Video on Demand section on the Town of Barnstable's website. In accordance with MGL Chapter 30A, s. 20, the Chair will inquire whether anyone else is recording the meeting and, if so, please make your presence known. No one came forward.

Member Introduction

By roll call (present): Laura Shufelt (present), Andy Clyburn (present), Mark Milne (present) and Mark Ells (present)

Public Comment

None.

Topics for Discussion

1. **Continued Discussion – Expiration of Funding Offers/Awards**
 - a. **Potential amendments to Rules & Regulations to clarify:**
 - i. **Time allotted to execute documents;**
 - ii. **Time allotted to complete projects; and**
 - iii. **Process for rescinding a grant**

Attorney Galvin explained that he has drafted paragraphs that would treat the Trust's grants similar to a Zoning Board approval whereby an applicant has two years to implement the decision by commencing construction on the project. To avoid a lapse of the Trust's grant, an

applicant would need to come back and request an extension of one-year periods before the two-year implementation period is over. He said the Trust could use either the date of the commitment letter or the date of the grant agreement. Attorney Galvin said he did not think that the Trust's Rules and Regulations would need to be amended to accommodate this update. He plans to share these draft paragraphs with the Trust Board for the next meeting to review and if the Trust agrees, the paragraphs will be included in all commitment letters going forward. All board members agreed.

2. Correspondence/FYI updates

a. Rent Increase Requests – process

b. Project-Based Vouchers

Jillian Douglass, Trust Administrator, explained that Planning Director Kupfer was not available today for this agenda item. She said Jake Dewey recently made a request for rent increase for one inclusionary unit at 50 Yarmouth Road. She explained that this particular request is outside of the Trust's jurisdiction and will go through an internal process where the request is made in writing to the Town and after review for consistency with HUD, forwarded to the Executive Office of Affordable Livable Communities for approval. Mr. Dewey mentioned that his leases come up mostly in August and he asked if rent increases can be requested in advance once the HUD numbers for the upcoming fiscal year are known.

Chairman Ells requested details regarding the timeframes for the ability to request rent increases. Laura Shufelt answered that HUD updates the FY rental numbers annually, usually in the spring, although rents do not always reflect an increase. Most agencies will allow increases that are no more than 10% and any request for more would need further review. The HLC oversees rent increases and a tenant's rent cannot be increased more than once a year from the date it is first leased up. Laura explained that Jake would need to wait till August to increase rents. Chairman Ells said the Trust Board will need a recommendation; noting that Laura has provided what other agencies may allow.

Ms. Douglass reminded that the project-based voucher question was associated with the potential for the Wilkins project to provide 10 additional affordable units. She shared that the most recent message from the Barnstable Housing Authority was not to pursue project-based vouchers as there may not be vouchers readily available this year.

Chair Ells said that he does not like to implement Trust changes in response to a project. He noted that if the project-based voucher discussion has merit, it should be discussed separately from an application for a project and decide what is appropriate given the role that the Trust has. If the Trust ultimately puts project-based vouchers in place, an application can then be reviewed per what the Trust has implemented. He said he did not want to table this discussion only because Barnstable Housing Authority has expressed, they may not receive vouchers from the Federal government this year.

Laura Shufelt explained that project-based vouchers can be either Federal (Section 8) or State (Mass Rental Voucher Program). The state's Housing and Livable Communities office can designate project-based vouchers into a project, but they must be requested by the developer. Barnstable Housing Authority can only project base only 25% of their vouchers. If BHA is going to project base, they must follow a Request for Proposal (RFP) process. A developer can ask for vouchers for their project and the Trust does not have any input if they have project-based vouchers included in their project. As an example, she noted that the 307 Main Street

Hyannis has project-based vouchers in their project. Laura said this discussion was an attempt to get 10 additional affordable units into the Wilkins development. The proposal was for the Trust to supplement the project-based vouchers, if received, to bring rents up to market rent level. All agreed that there is no further discussion to be had by the Trust on the Wilkins development.

3. Continued Discussion of Revisions to Notice of Funding Availability

- a. **Priorities**
- b. **Strategies**
- c. **Budgeting & Potential Funding Sources**
- d. **Evaluation Tools**

Ms. Douglass noted that James Kupfer is not available today but she shared that staff is still strategizing on putting together a workshop with details to be provided in advance of a July or August workshop. She said the meeting packet contained information for board member insights on different priorities and goals for the Trust fund. She mentioned that the strategies must be consistent with both the Housing Production Plan, Local Comprehensive Plan and the recommendations from the Town Council's subcommittee.

Chair Ells noted that Laura Shufelt will be most familiar with what the Trust may be looking at for criteria and other factors to consider in modifying the NOFA saying a workshop would be very helpful to first be educated and then support what makes sense to improve the NOFA. Laura Shufelt stated and all agreed that the workshop is the best way to get onto the same page with an educational foundation to make decisions regarding priorities, strategies, other potential funding sources. Senior Planner, Corey Pacheco, confirmed that a preliminary staff meeting is planned to shape the topics for the workshop, schedule a date, and share information ahead of a potential July or August workshop meeting. Mr. Pacheco said he would like to work with Laura to filter out topics and set the format.

4. Matters Not Reasonably Anticipated by the Chair

Attorney Galvin noted that he has received commentary back on the commitment letter for the WINN Properties case noting that the comments were very constructive and he agreed with 99%. He explained that because an appeal was filed, the project is in a holding pattern. He said he would share the edited draft commitment letter for the next Trust meeting after the Legal Department has a chance to review.

5. Topics for Future Meetings/Agendas

a. Planning for Workshop Topic(s) and Format

Chairman Ells noted that the Town Council President has agreed to reappoint the 4 existing Affordable Housing Trust Board members. The Trust's new appointee is moving forward for ratification at the next Town Council meeting.

Chairman Ells shared that the Town Council is reviewing its strategic plan at the next Town Council meeting and the Trust should stay aware of their priorities related to housing. Ms. Douglass noted that once the plan is in place, it will be shared with the Trust board.

6. Approval of Minutes from the 5/18/26 Trust meeting

The motion of Mark Milne was seconded by Andy Clyburn to approve the May 18, 2026, Affordable Housing Trust meeting minutes as submitted.

Roll Call Vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes), Mark Ells (yes).

7. Next and Future Meeting Dates – Monday, July 20th, 2026, at 9:00 a.m.

Andy Clyburn and Mark Milne both indicated that they are not available for the July 20, 2026, meeting date. Jillian Douglass will work with Tracy Smith and individually to coordinate a meeting date when all members are available.

8. ADJOURNMENT (Roll Call)

The motion of Laura Shufelt was seconded by Andy Clyburn to adjourn the meeting.

Roll Call Vote: Laura Shufelt (yes), Mark Milne (yes), Andy Clyburn (yes) and Mark Ells (yes). Meeting adjourned.

List of documents/exhibits used by the Board at the meeting:

Exhibit 1 – Affordable Housing Trust Fund Board Meeting Agenda for June 15, 2026.

Exhibit 2 – Draft Affordable Housing Trust Meeting Minutes for May 18, 2026, meeting.

Exhibit 3 – Barnstable Affordable Housing Trust Rules and Regulations

Exhibit 4 – 2026 Income & Rent Limits Sample Calculations

Exhibit 5 - Current Trust NOFA – approved 5/13/2024

Exhibit 5 – Supporting Documents for the Recommendations from Town Council 2025 meeting of the Committee to Assess and Recommend Strategies for Housing Creation within the Town: Priorities, Strategies, Budget & Fund Sources, Evaluation Tools.

Respectfully submitted,
Ellen Swiniarski
Community Preservation Coordinator
Planning & Development Department